



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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## POLICY COMMITTEE

Friday, March 5, 2010  
9:30 A.M.

Courthouse & Government Center  
Board of Commissioner's Room

## AGENDA

1. Review and discuss the Information Technology Resources Policy. This item was referred to the Policy Committee by the Technology Committee for review. Jeri Lyn Prielipp, Finance Assistant, will be present to provide information regarding the Technology Committee's request. (APPENDIX A)
2. Review and discuss miscellaneous Resolutions from other Counties. (APPENDIX B)
3. Other items from Committee members.
4. Adjournment.

## **INFORMATION TECHNOLOGY RESOURCES POLICY**

This policy sets forth Manistee County's policies with regards to information technology ("IT") resources (e.g., computers, internet, e-mail, electronic voice and video equipment, and future technologies), including County access to review or disclosure of electronic files, electronic mail, and electronic voice and video communications through or stored on any part of the IT resources systems. This policy also sets forth the policies on the proper use of the IT resources systems. These policies do not constitute a contract. The County reserves the right to change them at any time.

### **General Computer Policies:**

1. Only current employees and contracted agents of the County are permitted to use any computer resources owned, rented, or leased by Manistee County.
2. Only Information Services personnel or agents contracted by them may install software or hardware on any Manistee County computer system. All other software or hardware installations are strictly prohibited.
3. The use of County computers and/or software shall be limited specifically for job-related purposes, any deviation therefrom is prohibited and subject to discipline up to and including immediate discharge and where appropriate, civil and/or criminal liability.
4. Employees shall not make any attempt to circumvent security systems as installed by Information Services.
5. In order to prevent unauthorized usage, computers are to be powered off at the end of the workday or if left unattended for extended periods of time during the workday.
6. Manistee County forbids unlawful use and/or copying of any licensed software or manuals.
7. Vandalism is illegal. Vandalism is defined as any attempt to alter, harm or destroy physical property, software or data. This includes, but is not limited to, the uploading, downloading or creation of computer viruses.

**Internet Use:**

8. Access to the Internet is primarily for the exchange of information and research consistent with the vision, mission, goals, and activities of Manistee County.
9. Access to the Internet is provided both as a business tool for and a benefit to employees.
10. Employees shall use the Internet solely for job-related purposes and Manistee County business communications.
11. Employees shall not use the Internet for inappropriate or unlawful purposes, including, but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages, using obscene or otherwise inappropriate language in communications and obtaining, viewing or downloading information that is unlawful, obscene, indecent, racist, vulgar, pornographic or otherwise objectionable. Use of the County's computer resources for gambling and all other illegal activity is strictly prohibited. Incoming and outgoing Internet traffic is actively monitored for this type of usage.
12. Inappropriate or unlawful Internet use may result in loss of access for the user and, depending on the seriousness of the infraction, can result in discipline up to and including immediate discharge and where appropriate, civil and/or criminal liability.
13. Internet access records and records of downloaded files are not private and will be monitored as the Director of Information Services deems necessary.
14. Manistee County Internet hosts are traceable to the County. Users of County-provided Internet accounts should not assume they are provided any degree of anonymity. Outside users who want to identify machines associated with the County can do so easily.

**E-MAIL:**

The above rules for the Internet also apply to the use of electronic mail provided to Manistee County employees. Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside Manistee County and subject to state archivist rules for retention/destruction. Electronic mail is not considered private information

and may be monitored by your supervisor and/or the Director of Information Services as they deem necessary.

All e-mail originating from or received by Manistee County computer systems is County property, and is not considered private information. Electronic mail may be monitored by Department Heads and the Director of Information Services as they deem necessary.

Employees must sign the Internet Access Release (APPENDIX I) and the Receipt of Computer, Internet, E-Mail Policies (APPENDIX I-1) or access will not be provided.

**MANISTEE COUNTY  
INTERNET ACCESS RELEASE**

By signing this Release, the undersigned employee agrees that he/she has read and understands the Manistee County Computer, Internet, e-mail policy and will abide by the policy. Specifically, the undersigned acknowledges that: (1) Internet access will only be for official County business, (2) exchanges that occur in the course of conducting County business on the Internet will be considered a communication of the County and held to the same standards as formal letters, and (3) Information Services has the ability and responsibility to monitor the user's Internet activity and shall have access to all passwords.

In addition, the undersigned employee agrees to the following:

Manistee County employee Internet users will:

- Take all required precautions against importation of computer viruses. This includes scanning files obtained through the Internet utilizing a virus scan program BEFORE the file is accessed in any way.
- Use common sense at all times.

Manistee County employee Internet Users will not:

- Operate a business through the County's Internet link.
- Send or receive sexually oriented messages or images.
- Subscribe to any non-work-related servers.
- Send mail or other communications, files or programs containing offensive or harassing statements, including comments based on race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- Take actions that cause interference to the network or to the work of others.
- Allow the use of their station by others without requiring them to abide by this same agreement.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

**MANISTEE COUNTY**

**RECEIPT OF COMPUTER, INTERNET, E-MAIL POLICIES**

I, \_\_\_\_\_, acknowledge receipt of the Manistee  
County Computer, Internet, e-mail policies.

Employee \_\_\_\_\_

Date \_\_\_\_\_